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ABSTRACT

This technical assistance handbook is designed to serve local educators, vocational education administrators, and advisory committee members as a guide and an initial source of information in the establishment and maintenance of local advisory committees. The handbook highlights the policies and procedures of the Idaho State Division of Vocational Education and provides suggestions for organization and operation of advisory committees. The guide is organized in three sections. The first section is the Idaho organizational chart for advisory committees; the second section spells out vocational education policy. General policies and procedures are outlined in the third section, which covers the following processes for advisory committees: purpose, structure, organization, functions, membership, organizing and conducting meetings, and suggestions for preparing agendas. Nine appendixes provide authorization for the establishment of a vocational advisory committee, suggested operating policies, and samples of the following: letter of request to serve, letter of appointment, news release from school board, news release from advisory committees, certificate of membership, and certificate of appreciation. (KC)

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Revised 1988

A HANDBOOK FOR VOCATIONAL ADVISORY COMMITTEES

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IDAHO VTE
VOCATIONAL TECHNICAL EDUCATION

Idaho State Board for Vocational Education

FOREWORD

Today's rapidly changing society requires that schools and the communities they serve work closely together, especially in Vocational-Technical Education. The State Board for Vocational Education is not the only agency with interest in vocational programs. In Idaho, Vocational Education can look to vocational advisory committees for assistance and guidance. These committees, however, have no administrative authority but, instead, provide a strong liaison between the needs of the community and the provisions for those needs by the schools they serve.

This technical assistance handbook is designed to serve local educators, Vocational Education administrators, and advisory committee members as a guide and an initial source of information in the establishment and maintenance of local advisory committees. The handbook calls attention to the policies and procedures of the Idaho State Division of Vocational Education. By providing suggestions for organization and operation, it is hoped that this book will serve as a useful tool for the local school.

A JOINT PROJECT OF THE

IDAHO STATE DIVISION OF VOCATIONAL EDUCATION

and the

IDAHO STATE COUNCIL ON VOCATIONAL EDUCATION

June, 1988

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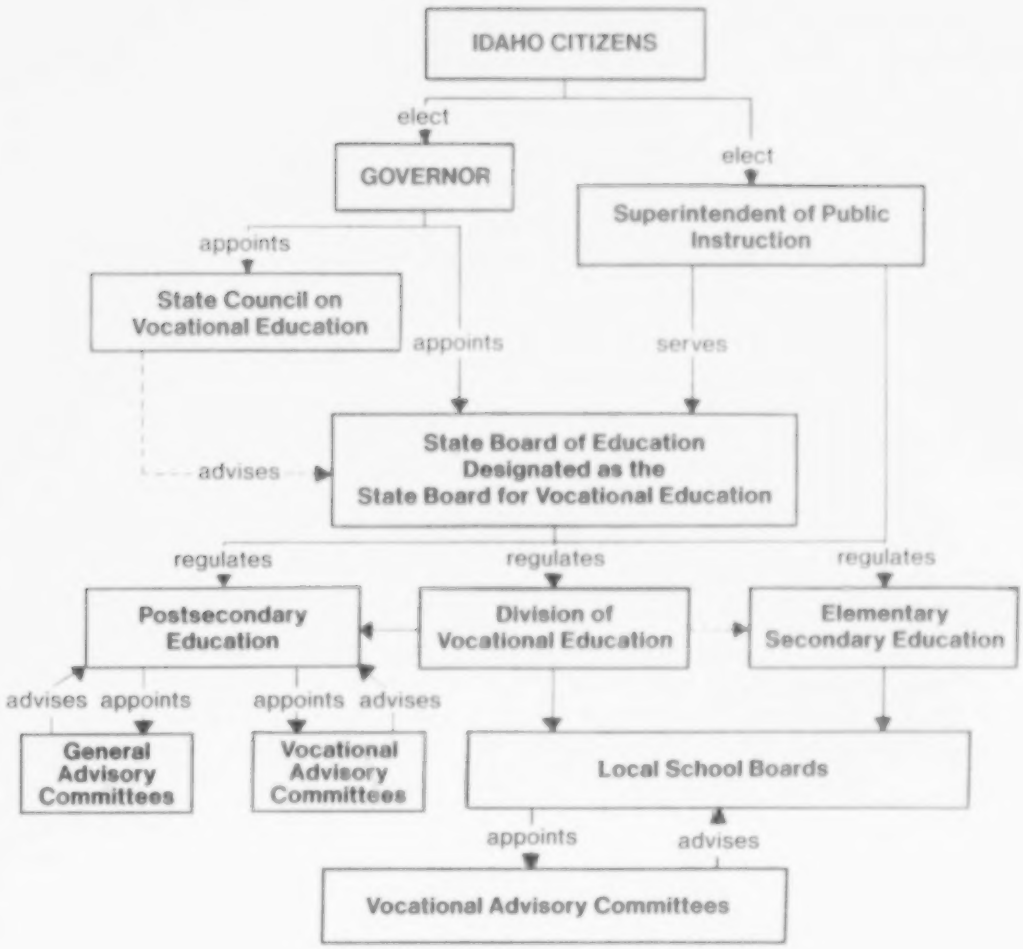
In order for members of vocational advisory committees to better understand the structure of the educational system in Idaho, this organizational chart is provided.



Upon request, the Idaho State Council on Vocational Education will provide technical assistance to local vocational advisory committees.

Idaho State Council on Vocational Education
106 N. 6th
Suite 205
Boise, ID 83702
Phone: (208) 334-3206

VOCATIONAL EDUCATION POLICY[1]
Regarding
VOCATIONAL ADVISORY COMMITTEES

POLICY STATEMENT — State

It is the policy of the Idaho State Board for Vocational Education that an advisory committee be established for Vocational Education programs before reimbursement can be authorized. The committee shall be advisory only, having no administrative authority, and is not created to take away any of the rights and / or privileges of the local governing board and administrative staff.

POLICY STATEMENT — Local

The local governing boards should develop a policy statement (Appendix A) authorizing the establishment of and necessity for a vocational advisory committee(s) for the schools' vocational programs.

TYPES OF COMMITTEES

1. **Umbrella Advisory Committee** — an umbrella advisory committee is representative of the community and can be established for all Vocational Education courses offered in a school district. It consists of individuals who represent each vocational occupational area. (This committee is typically found in secondary schools.)

2. **Program Advisory Committee** — a program advisory committee is representative of a specific occupational area that advises that particular program. A separate committee serves each Vocational Education program offered in a school or district.

3. **General Advisory Committee** — a general advisory committee may be established to serve as a directional committee for the administration rather than for specific program areas. Membership is representative of community leaders from industrial, commercial, management, financial, legal, labor, and other fields. (This committee is typically found in postsecondary institutions.)

[1]Adopted by the State Board for Vocational Education, March 2, 1978. Updated and accepted June 29, 1988.

GENERAL POLICIES AND PROCEDURES
for
VOCATIONAL ADVISORY COMMITTEES

PURPOSE OF VOCATIONAL ADVISORY COMMITTEE

A vocational advisory committee is a group of laypersons selected by local school officials to serve in an advisory capacity to the vocational program. The purpose of an advisory committee is to advise school administration and instructors with respect to the development and maintenance of quality Vocational Education programs. Properly functioning advisory committees help local schools ensure that programs are consistent with the needs of the students and the community.

STRUCTURE

1. An advisory committee is a group of laypersons who:
   a. Are recognized for their expertise in their specific occupational area
   b. Are representative of the employers and employees in the community
   c. Are organized to advise school personnel on matters concerning the vocational education program

2. The vocational advisory committee shall be composed of business, industry and labor representatives of the occupation(s) for which training is provided. The school official should study the individual make-up of persons employed in the occupation, including the geographical area served, and select representation that matches the industry and the community.

3. Representation on the committee should include as appropriate to the population of the local community, persons from both sexes, racial and / or ethnic minorities and the handicapped.

4. At the first or second meeting, the committee should consider establishing a set of operating policies. Suggestions for this can be found in Appendix B or C.

ORGANIZATION

Effective advisory committees are those whose members are recognized professionals in their areas of responsibility, have an understanding and acceptance of the committee objectives and a desire to accomplish them through teamwork and cooperation.

Constructive planning should be undertaken by school officials prior to organizing a committee. This will help assure its effectiveness.

After determining the type of committee needed and preparing a general structural plan, the school administrator should appoint a person to serve as temporary chair. The administrator and/or chair should:

1. Select committee members (Appendix D).

2. Send letters of appointment signed by the appropriate school administrator (Appendix E).

3. Call the first meeting, provide time and place, and attach a tentative agenda.

FUNCTIONS OF ADVISORY COMMITTEES

Advisory committees can perform a wide variety of functions. The following list, not intended to be all inclusive, should be useful in providing direction.

1. Provide assistance regarding:
   a. Current labor needs
   b. The relevance of programs (courses being offered by the educational agency in meeting current job needs)
   c. Job opportunities for students and graduates
   d. Placement activities
   e. The relationship of basic skills such as problem-solving, communication, mathematics, and employability skills to job needs

2. Determine community needs:
   a. For Cooperative Vocational Education programs
   b. For adult classes
   c. For new and emerging occupations
   d. For nontraditional employees
   e. For inservice of employees

3. Assist in the preparation and selection of course material to assure it meets the needs of students and reflects industry needs.
   a. Review program objectives
   b. Review present course outlines and proposed textbooks
   c. Assist in identifying competencies to be taught, including basic skills
   d. Suggest revisions or additions

4. Assist with program evaluation activities.

5. Provide inservice opportunities for instructors.

6. Provide support services for students enrolled in nontraditional programs who need special assistance.

7. Recommend and assist in obtaining resource personnel and guest speakers.

8. Assist in surveys.
   a. Determine data to be gathered
   b. Suggest methods for securing data
   c. Assist in data collection and interpretation, i.e., status of men and women in nontraditional programs

9. Provide suggestions for public relations activities.
   a. Promote Vocational Education in school and community
   b. Provide current occupational information to counselors
   c. Participate in exhibits or displays
   d. Develop plans for recognizing students through the media
   e. Help prepare and review brochures explaining the Vocational Education program

f. Advise on forms of program promotion

g. Become advocates for students in nontraditional occupational programs

h. Assist with job placement

10. Support vocational student organizations.

a. Suggest means of raising chapter funds

b. Help secure speakers

c. Offer suggestions for obtaining financial aid for individual members

d. Serve as judges for competitive and other events

e. Attend leadership development activities and other chapter events

11. Help plan special events such as:

a. Vocational Education Week

b. National Student Organization Week

c. Vocational Banquets and other applicable social activities

d. Special events and demonstrations

e. Field trips

In addition to the previous functions, advisory committees may also wish to provide financial and legislative support; help establish scholarships and awards for honor students; support the administration in local appropriations and provide support for state and national legislation affecting Vocational Education.

The committee may wish to assist the school in finding other uses for existing facilities. Such activities may involve initiating activities for securing equipment and donations; making provisions for adult classes, and assisting in meeting the needs of handicapped students.

MEMBERSHIP

Membership of any advisory committee will vary depending on qualifications and number of people needed.

1. **Qualifications for Membership:**

   The committee membership consists of people from the community including representation from business, industry and labor who possess knowledge and work experience in the vocational program area for which they will serve. It is recommended that one of the members be either a student or a recent program graduate. Members of a general advisory committee should be more broad-based in their expertise.

2. **Number of Members:**

   The size of the committee is determined locally with consideration given to the size and makeup of the community. It is recommended that membership be not less than three nor more than nine.

3. **Method of Designation:**

   Members of the program advisory committee should be selected by the local administration with the advice and counsel of the vocational teachers. The governing board should select the general advisory committee members.

4. **Term of Membership:**

   a. A regular term of office should be established. Membership should be staggered to allow for new members while retaining some experienced representatives to maintain continuity.

   b. It is recommended that membership on the committee be limited to three years. The local administration should consider this when developing policies. Persons should be appointed with staggered terms to provide community continuity.

   c. Vacancies should be filled by the local administrator for the remainder of an unexpired term.

ORGANIZING AND CONDUCTING MEETINGS

1. Conducting the First Meeting

The initial meeting is critical. It must establish and maintain the interest and support of committee members. Until a chairperson is selected by the committee, the school administrator should appoint someone to serve temporarily in this capacity. It is essential that this person contact members, organize and conduct the first meeting. The following checklist will assist in preparing for the first meeting.

a. Several days in advance, inform each member in writing of the date, time and place of the meeting

b. Send notices to appropriate school personnel

c. Prepare an agenda (see page 8)

d. Arrange for facilities, refreshments, etc.

e. Follow prepared agenda

f. After the meeting, thank the members by phone or mail

g. Send copies of minutes to members within one week

2. Conducting Subsequent Meetings

Guidelines:

a. Start and adjourn on time

b. Clarify the agenda

c. Prepare for the discussion
   - Have the program or purpose organized
   - Prioritize the basic topic points
   - Analyze issues or points to be discussed
   - List important discussion questions
   - Check for comfort measures such as:
     - ✓ Seating arrangement
     - ✓ Temperature — lighting
     - ✓ Paper — pencils

d. Set the stage
   - Create an informal atmosphere to put the group at ease
   - State and clarify the questions, problems or issues
   - Arouse interest; advance pertinent questions for analysis and discussion

e. Follow the agenda
   - Present all pertinent information
   - Allow for discussion
   - Summarize when necessary
   - Vote on issues which necessitate unity of action

f. Direct the discussion
   - Ask and redirect questions. Keep the discussion moving in a developmental direction
   - Indicate points of agreement and disagreement
   - Give appropriate credit for all relevant ideas
   - Encourage exploration and new suggestions
   - Summarize discussions calling attention to unexplored viewpoints

g. Send copies of minutes to members within one week

SUGGESTIONS FOR PREPARING AGENDAS

First Meeting Agenda

1. The person designated by the school administrator serves as temporary chairperson and appoints a temporary secretary.

2. Introductions.

3. Explain the concept and functions of an advisory committee.

4. A representative or designate of the Governing Board, (probably the superintendent or member of Board of Trustees), informs the committee of its relationship to the school. Distribute copies of the Governing Board's policy.

5. Distribute a sample of the operating policies.

6. Explanation of present vocational education program, program goals, strengths and weaknesses.

7. New business.

8. Determine date, time and place of next meeting.

9. Tour of facilities.

10. Adjourn.

Second Meeting Agenda

1. Temporary chairperson calls meeting to order.
2. Roll call and minutes by temporary secretary.
3. Determine permanent rules of operation, i.e., meeting time, place and dates (Appendix B/C).
4. Plan long-range program of work.
5. Elect officers.
6. Prioritize future items for consideration.
7. If needed, arrange for executive committee meeting before next regular meeting. (See **Appendix B/C – Section D – Article III.**)
8. Adjourn.

APPENDICES

APPENDIX A

Authorization for the establishment of (a) Vocational Advisory Committee(s) for the _____ _____ (school, district).

The (Board of Education; Board of Trustees) of the _____ (school, district) hereby approves and authorizes the establishment of (an) advisory committee(s) for the vocational program(s) of the school system. The committee(s) will operate as prescribed by the Policy Statement for the _____ Vocational Advisory Committee(s). The (Board of Education; Board of Trustees) reserves the right to terminate the services of any committee(s) member(s) at any time it feels that such action would be in the best interests of the school system.

_____ Date

_____ Board Chair

_____ (Superintendent; President)

APPENDIX B

Suggested Operating Policies For Vocational Program Advisory Committees

SECTION A. PURPOSE

ARTICLE I The purposes and duties of the advisory committee shall be to:

1. Study the needs of the industry related to the vocational program(s).
2. Aid and guide the vocational program(s) in those activities which will provide direction.
3. Help in developing and maintaining a relevant program(s).
4. Offer recommendations for the improvement of the instruction offered and the instructional facilities available.
5. Assist in evaluating the success of the courses offered, in light of the stated objectives.
6. Correlate the work of the vocational program(s) with that of labor and management.
7. Assist the program(s) in obtaining community support.
8. Investigate programs in other communities with the idea of encouraging the use of those practices which may be applicable to the local school.
9. Assist in the revision, as warranted, of the objectives of the program(s).
10. Serve as an avenue of communication between the vocational program(s) and industry.
11. Assist with placement of program graduates.
12. Annually evaluate progress made toward stated objectives.
13. Assist in collecting, analyzing, and interpreting data.

ARTICLE II This advisory committee shall exist only during such time as it may be authorized by the governing Board.

ARTICLE III This advisory committee shall operate in those fields directly related to the program(s) for which it has been appointed, and shall limit its activities to matters which directly apply to the program(s).

SECTION B. MEMBERSHIP

ARTICLE I The number of committee members shall be a minimum of three and a maximum of nine.

ARTICLE II Members shall be selected to represent a cross section of labor, business, and industries served by the program.

ARTICLE III Members should submit names of prospective committee members to the school administrator for consideration for new members on the committee.

ARTICLE IV Each advisory committee member shall be appointed for three years, except when the appointment is to fill an unexpired term.

ARTICLE V At least two-thirds of the members will be retained each year. An outgoing member may be reappointed, one time only.

ARTICLE VI One-third of the total membership shall be appointed each year.

ARTICLE VII The term of new committee members shall begin on (date).

ARTICLE VIII An individual may forfeit membership on the committee if two successive meetings are missed without presenting, in advance, to the chairperson of the committee a valid reason for absence.

ARTICLE IX The lead instructor, or appropriate designee, is an ex- officio member and is expected to be present at each committee meeting. All program instructors are welcome at committee meetings.

SECTION C. MEETINGS

ARTICLE I Regular meetings of the Advisory Committee will be held during the school year.

ARTICLE II Written notices of committee meetings shall be mailed to all members (two weeks) before each meeting.

ARTICLE III A tentative agenda shall be prepared and provided committee members prior to meeting time.

ARTICLE IV Meetings shall not be more than two hours long unless a majority of the committee members vote to continue a particular meeting beyond that limit.

ARTICLE V A quorum must be present to vote on proposals. A majority of the members is a quorum.

SECTION D. OFFICERS AND THEIR DUTIES

ARTICLE I The officers shall be elected annually by majority vote of the committee members at the first meeting.

ARTICLE II The officers shall be a chairperson, a vice chairperson and a secretary.

ARTICLE III The executive committee shall consist of the chairperson, vice chairperson, secretary and the program instructor (ex-officio). It shall:

a. Act on urgent committee matters between committee meetings.

b. Prepare agenda for committee meetings when requested.

c. Call special meetings of the advisory committee as needed.

ARTICLE IV The chairperson shall be elected from among those members who have served on the advisory committee for at least one year.

Duties shall be:

a. Preside at meetings.

b. Serve as chairperson of the executive committee.

c. Appoint, as the need arises, standing and/or special committees. Members may include persons other than committee members.

ARTICLE V The vice chairperson in the absence of the chairperson shall perform the duties of the chairperson and such other duties as delegated.

ARTICLE VI The secretary shall:

a. Keep records of the attendance of members at meetings.

b. Keep a record of discussion and recommendations.

c. Maintain a permanent record file of advisory committee activities.

d. Distribute minutes of committee meetings and copies of other committee documents to committee members, teachers and others who may be concerned. The secretary shall have the assistance of the school staff and use of school facilities in performing these functions.

SECTION E. POLICY CHANGES

ARTICLE I These operating policies may be amended by a two-thirds affirmative vote of members at any regular committee meeting or a specially called meeting with a 30-day written notice.

APPENDIX C

Suggested Operating Policies For General Advisory Committee/Council

SECTION A. PURPOSE

ARTICLE I The purposes and duties of the advisory committee shall be to:

1. Study the needs of the industry related to the vocational school.
2. Aid and guide the school in those activities which will provide overall direction.
3. Help in developing and maintaining relevant programs.
4. Offer recommendations for the improvement of the school plant and facilities.
5. Assist the school in obtaining community support.
6. Serve as an avenue of communication between the school and business and industry in the community.
7. Assess progress made toward goals established for the school; recommending change as determined through data collection.

ARTICLE II This advisory committee shall exist only during such time as it may be authorized by the governing Board.

ARTICLE III This advisory committee shall operate in an overall capacity for the administration of the school and shall limit its activities to matters which directly apply to the school's role and mission.

SECTION B. MEMBERSHIP

ARTICLE I The number of committee members shall be a minimum of five and a maximum of nine. [NOTE: The committee for EIVTS must conform to Idaho Code, paragraph 33-2212.]

ARTICLE II Members shall be selected to represent a cross section of community leaders.

ARTICLE III Names of prospective new committee members should be submitted to the school administrator for consideration.

ARTICLE IV Each advisory committee member shall be appointed for three years, except when the appointment is to fill an unexpired term.

ARTICLE V At least two-thirds of the members will be retained each year. An outgoing member may be reappointed, one time only.

ARTICLE VI The term of new committee members shall begin on (date).

ARTICLE VII An individual may forfeit membership on the commiitee if two successive meetings are missed without presenting, in advance, to the chairperson of the committee a valid reason for absence.

ARTICLE VIII The school administrator, or appropriate designee, is an ex-officio member and is expected to be present at each committee meeting.

SECTION C. MEETINGS

ARTICLE I Regular meetings of the Advisory Committee will be held.

ARTICLE II Written notices of committee meetings shall be mailed to all members (two weeks) before each meeting.

ARTICLE III A tentative agenda shall be prepared and provided committee members prior to meeting time.

ARTICLE IV Meetings shall not be more than two hours long unless a majority of the committee members vote to continue a particular meeting beyond that limit.

ARTICLE V A quorum must be present to vote on proposals. A majority of the members is a quorum.

SECTION D. OFFICERS AND THEIR DUTIES

ARTICLE I The officers shall be elected annually by majority vote of the committee members at the first meeting.

ARTICLE II The officers shall be a chairperson, a vice chairperson and a secretary.

ARTICLE III The executive committee shall consist of the chairperson, vice chairperson and secretary. The school administrator will serve as an ex officio member. It shall:

a. Act on urgent committee matters between committee meetings.

b. Prepare agenda for committee meetings when requested.

c. Call special meetings of the advisory committee as needed.

ARTICLE IV The chairperson shall be elected from among those members who have served on the advisory committee for at least one year.

Duties shall be:

a. Preside at meetings.

b. Serve as chairperson of the executive committee.

c. Appoint, as the need arises, standing and/or special committees. Members may include persons other than committee members.

d. Develop agenda for meetings.

ARTICLE V The vice chairperson in the absence of the chairperson shall perform the duties of the chairperson and such other duties as delegated.

ARTICLE VI The secretary shall:

a. Keep records of the attendance of members at meetings.

b. Keep a record of discussion and recommendations.

c. Maintain a permanent record file of advisory committee activities.

d. Distribute minutes of committee meetings and copies of other committee documents to committee members, governing board, administrators, and others who may be concerned. The secretary shall have the assistance of the school staff and use of school facilities in performing these functions.

SECTION E. POLICY CHANGES

ARTICLE I These operating policies may be amended by a two-thirds affirmative vote of members at any regular committee meeting or a specially called meeting with a 30-day written notice.

The policy suggested in this document is intended to serve as a guideline for local committee operation. It is superceded by any Idaho State Statute governing legally constituted governing boards or committees.

EASTERN IDAHO VOCATIONAL-TECHNICAL SCHOOL

Specific committee requirements are established by Idaho Code for EIVTS. The following regulations pertain only to EIVTS committee selection and operation.

SECTION F. BOARD POLICY: Institutional Governance

Section III, Subsection C. 4. Advisory Groups

From time to time, the chief executive officer may establish an advisory group to study and make recommendations on a particular issue. Such an advisory group will report to the chief executive officer or designee on the topic assigned and within the time established by the chief executive officer, and the chief executive officer may accept or reject the recommendation.

See Board Policy on EIVTS Advisory Committee appointments.

SECTION G. IDAHO CODE 33-2212

Creation of advisory council — Members — Compensation. — The State Board for Vocational Education may appoint an advisory council consisting of not less than twelve (12) nor more than fifteen (15) persons to offer counsel and advice in the organization, establishment and conduct of the Eastern Idaho Vocational-Technical School. Members of the council will serve without salary but shall be compensated as provided by section 59-509(b), Idaho Code. Members of said council shall be appointed from as nearly as is practicable the vocational area to be served by the Eastern Idaho Vocational-Technical School as determined by the State Board for Vocational Education. [1970, ch. 71, section 5, p. 183; am. 1972, ch. 110, section 5, p. 223; am. 1980, ch. 247, section 26, p. 582.]

APPENDIX D

LETTER OF REQUEST

(Current Date)

Ms. Erin Sumer
Personnel Manager
_____ Insurance Company
Your Town, Idaho 83300

Dear Ms. Sumer:

Because of your experience and demonstrated competency in the field of (program area(s)) the (Governing Board or trustees) of the (school) believes that you could perform a valuable service to the school and business community as a member of the (committee title) Advisory Committee of (name of school).

An advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing vocational education opportunities and training for prospective students in our community.

We would appreciate it if you would give this invitation to serve on the (program area(s)) Advisory Committee your consideration and inform us of your decision in the next few days. Your acceptance of committee membership will greatly enhance our vocational program(s).

Sincerely,

Administrator
and / or
Chairperson of Committee

APPENDIX E

LETTER OF APPOINTMENT

(Current Date)

Ms. Erin Sumer
Personnel Manager
_____ Insurance Company
Your Town, Idaho 83300

Dear Ms. Sumer:

This letter is to inform you that your appointment to the _____ Advisory Committee is effective beginning _____, 19____, and ending _____, 19____.

The (first / next) meeting of the committee will be held in _____(place)_____ on ____(date)____ at ____(time)____.

We wish to thank you for your interest as indicated by your acceptance of this committee appointment. We appreciate your willingness to assist us in supporting vocational education opportunities for students in our community.

Sincerely,

Administrator
and / or
Chairperson of Committee

APPENDIX F

SAMPLE NEWS RELEASE

_____ (Name of organization or person releasing)

Mailing Address

Telephone Number

NEWS RELEASE: (date, including year)
(from school)

A (type) Advisory Committee has been (is being) formed to assist the school in providing guidance and assistance to vocational education in the (name) school (and/or district).

(Name of individual) has been named (or elected) to head a group of laypersons who will serve in an advisory capacity to the vocational program(s) within the school.

"Today's rapidly changing society requires that schools and the communities they serve work closely together in vocational education," says (school official).

Other individuals serving on the (name) Advisory Committee are: (give names, types of business they represent and their council capacity).

APPENDIX G

SAMPLE NEWS RELEASE

Advisory Committee on Vocational Education

Mailing Address

Telephone Number

NEWS RELEASE: (date, including year)

"The primary purpose of vocational education programs offered in (name of school) is to provide the enrollees with the skills, attitudes, abilities, knowledge, safe work habits and proper appreciation necessary to enter employment in recognized occupations," (school official) says.

The recently organized (program) Advisory Committee on Vocational Education will concentrate on (Suggestion: working to provide inservice opportunities and part-time employment for youth who need the earnings from such employment to continue their vocational training on a full-time basis).

SAMPLE

APPENDIX H

THE STERLING PUBLIC SCHOOL DISTRICT

Certificate of Membership

This is to Certify That

_____

is a member of the advisory committee for the
VOCATIONAL OFFICE EDUCATION PROGRAM
of the Sterling Public High School

CHAIRMAN, BOARD OF EDUCATION | SUPERINTENDENT OF SCHOOLS | VOCATIONAL TEACHER

SAMPLE

THE STERLING PUBLIC SCHOOL DISTRICT

Certificate of Appreciation

This is to Certify That

_____

has served as a member of the advisory committee for the
VOCATIONAL OFFICE EDUCATION PROGRAM
of the Sterling Public High School for the year 19____ to 19____
We gratefully acknowledge this service.

CHAIRMAN, BOARD OF EDUCATION | SUPERINTENDENT OF SCHOOLS | VOCATIONAL TEACHER